

RESOLUTION AGREEMENT
Patrick Henry Community College
OCR Complaint No. 11-18-2238

Patrick Henry Community College (the College) agrees to fully implement this Resolution Agreement (Agreement) to resolve Office for Civil Rights (OCR) Complaint No. 11-18-2238. This Agreement does not constitute an admission by the College of a violation of Title VI of the Civil Rights Act of 1964 (Title VI) or Title IX of the Education Amendments of 1972 (Title IX) or any other law enforced by OCR.

1. By October 30, 2018, the College will notify the Complainant that she has the opportunity to enroll in the College's Commercial Driver's License program (CDL Program) course without any cost to her. The College will allow the Complainant to start in the CDL Program at any date the course begins but not later than one year of the date that the College signs the Memorandum of Agreement (MOA) for the CDL Program.

Reporting Requirements:

- a. By November 15, 2018, the College will submit to OCR a copy of the notice sent to the Complainant providing her with the opportunity to enroll in the CDL Program without any cost to her. The College will notify the Complainant that she has up to 30 calendar days to respond to this request, including whether or not she accepts the offer, and if so, the specific semester by which she intends to take the CDL Program.
 - b. By December 1, 2018, the College will provide OCR with a copy of the Complainant's response to the request, or (if an oral response) will describe to OCR in writing the Complainant's response to this request.
 - c. Within 10 calendar days of the Complainant starting in the CDL Program, the College will provide OCR with documentation showing that the Complainant is enrolled in the CDL Program without any cost to her.
2. By December 1, 2018, the College will train all staff and administrators in the College's Workforce Training Programs on its Title IX and Title VI policies and procedures and the requirements of Title IX and Title VI. The training will emphasize the College's obligations under Title IX and Title VI to take immediate and appropriate action to conduct a prompt, thorough, and impartial investigation of allegations of sex or race-based discrimination.

Reporting Requirements

- a. By November 15, 2018, the College will provide for OCR's review and approval a copy of the training materials prepared for this provision, including the name(s), title(s), and qualifications of the trainer(s), and any handouts or presentations developed for this training.
- b. By December 20, 2018, the College will provide OCR with documentation confirming completion of the training, including: (a) the date(s) of each training session(s) and (b) a sign-in sheet including the list of names and titles of the College personnel who participated in each training session.

3. Within 10 calendar days of signing the MOA for the CDL Program, the College will provide a copy of its Title IX policies and procedures to the CDL Program, and consider training the CDL Program instructors on sex and race-based harassment and retaliation.

Reporting Requirements

- a. Within 20 calendar days of signing the MOA for the CDL Program, the College will provide OCR with documentation indicating that it provided the policies referenced above to the new CDL Program and requested that the CDL Program instructors receive training on sex and race-based harassment and retaliation.

The College understands that by signing this Agreement, it agrees to provide data and other information in a timely manner in accordance with the reporting requirements of the Agreement. Further, the College understands that during the monitoring of this Agreement, if necessary, OCR may visit the College, interview staff and students, and request such additional reports or data as are necessary for OCR to determine whether the College has fulfilled the terms of this Agreement. Upon the College's satisfaction of the commitments made under this Agreement, OCR will close this case.

The College understands and acknowledges that OCR may initiate administrative enforcement or judicial proceedings to enforce the specific terms and obligations of this Agreement. Before initiating administrative enforcement (34 C.F.R. §§ 100.9, 100.10), or judicial proceedings to enforce this Agreement, OCR will give the College written notice of the alleged breach and sixty (60) calendar days to cure the alleged breach.

By: _____ Date: _____
Dr. Angeline D. Godwin